

Frederick H. Tuttle Middle School

We inspire all learners to make a difference in the world.

Introduction

This handbook has been developed for Frederick H. Tuttle Middle School students, parents and staff to gain a better understanding of our expectations, policies and procedures.

We expect that students and parents keep this handbook as a reference throughout the course of the school year. This handbook is accessible on our web site. A printed version will be made available upon request.

Student Name: _____

Grade _____ Phone # _____

Team _____

Student Signature

Parent Signature

Principal's Message

Dear Students and Families,

Welcome to the new school year! This handbook is designed to provide everybody with some general guidelines to ensure a safe environment that is conducive to learning.

Please note that this handbook is aligned with all [district policies](#) approved by the School Board. Whenever applicable, these policies are identified and can be accessed [on our web site](#).

Our faculty and staff is committed to inspire all students to reach their full potential in order to make a difference in the world. Clear guidelines and expectations will result in a rewarding and fulfilling learning experience for every single student. We continue to stress high expectations by working together with students, families and the entire school community. We expect that children come to school ready to learn and we are committed to provide a safe and inspiring learning environment. It is our belief that every child should be challenged and become actively engaged to develop a "love for learning". The administrative staff will take all the necessary steps to make FHTMS a safe learning community.

We strive for all students to become successful, independent learners who will leave our school with the necessary skills to be successful in high school and beyond. Let's all work together to make this another outstanding school year for each student as an active member of the entire middle school community.

Sincerely,

Karsten Schlenter
Principal

ATTENDANCE

ABSENCES:

Regular attendance is imperative to student success. If a student will be absent or late for any reason, parents/guardians must leave a message at the office. Messages may be left on the attendance line (652-7100 ext. 1) any time prior to 9:30 a.m. on the day of the absence. This includes absences planned in advance. If the parent/guardian does not call in, s/he will receive a phone call to verify the absence.

Reference school [district policy F10](#)

EARLY DISMISSAL

Students are expected to bring a note from a parent/guardian to the guidance office before 9 a.m. if they need to leave the school early for any reason. The note should indicate who will pick up the student in case it is not a parent or guardian, or if the s/he is expected to walk. For safety reasons, parents/guardians must come into the office to sign out the student. **No student is permitted to leave school property without permission.**

TARDINESS

Students who arrive late to school must check in at the guidance office before going to class. If a student receives 3 unexcused tardy slips s/he will be assigned a detention after school.

AFTER SCHOOL ACTIVITIES

We strongly encourage students to participate in our extra-curricular program and after-school activities. Students not participating in a supervised after-school activity are expected to leave the building for safety reasons.

BACKPACKS, BOOK BAGS AND MUSICAL INSTRUMENTS

Students are not permitted to wear or carry backpacks, book bags or musical instruments during the school day because of the possibility of injury and crowding in halls and classrooms.

BOMB THREATS/ SCHOOL SAFETY

The South Burlington School District prioritizes safety of our students and staff. Bomb threats or any other threat of violent nature in regards to the safety of the school community will result in a hearing in front of the School Board, further disciplinary action according to policies and a referral to law enforcement.

Reference school [district policy F8](#)

BULLYING

SBSD does not tolerate any form of [bullying](#). Any complaints should be brought to school personnel immediately for further investigation. An [intake form](#) will be used to start the initial investigation. Depending on the outcome, disciplinary action may be taken according to district policy.

Reference school [district policy F4](#)

BUS POLICY/ TRANSPORTATION

Students will be assigned a specific bus based on location. Students are expected to ride *only* their assigned buses. Student safety is our priority. Please follow these guidelines:

- Stand back from the road while waiting for a bus.
- Food and drinks are not to be consumed on the bus.
- Students are expected to stay seated and keep their head, arms and legs inside the bus.
- Students may not litter or deface the bus.
- If it necessary for the student to cross a road, please always wait for a signal from the driver and cross the road in front of the bus.

- Riding the bus is a privilege, not a right. Students should be respectful and must follow the instructions of bus drivers.

Reference school district [policy F12](#)

CAFETERIA

Students are expected to clean up after themselves and to follow established cafeteria guidelines. They are asked to be respectful to nutritional service staff and cafeteria supervisors and follow their instructions.

CO-CURRICULAR ACADEMIC ELIGIBILITY

Students who participate in any school sponsored co-curricular activity, whether sports or clubs, must maintain passing grade (average of 70%) in all classes. Students may practice with their team if not eligible, but they may not participate in games, performances and events until the average reaches a C. Students are eligible on a day-to-day basis and there is no waiting period for eligibility as long as the grade reaches the 70% level.

COMMUNICATION

Parents may receive regular updates by accessing their child's NEO account, from the teams, from guidance and administration as well as the PTO newsletter. Parents are asked to contact teachers, administrators, guidance counselors, or the nurse with questions, concerns or suggestions. Parents are encouraged to visit our middle [school web page](#) for daily announcements and school events and you may follow us on Twitter and Facebook for updated information.

DRUG AND ALCOHOL POLICY

It is prohibited for any student to possess, use, distribute, sell or be under the influence of drugs or alcohol on school property or to pretend to possess, use, distribute, or sell any type of narcotics. School property includes playing fields, driveways, school buses, field trip locations, etc.

The first offense for using, possessing or being under the influence of any alcohol or narcotics will result in a suspension of up to 10 school days. The first offense for the distribution and/or sale of substances covered under this policy will result in a School Board hearing, in which the administration may recommend expulsion from school.

A second offense during the student's middle school and/or high school career will result in substantial penalties up to and including a permanent expulsion from school.

Reference school [district policy F6](#)

CRISIS DRILLS

Emergency evacuation drills and "Secure the School" drills are required by law and are an important part of our crisis and safety protocol. It is essential that every person in the building follows directions carefully. During evacuation drills all students and adults leave the building in an orderly fashion and report to a designated location outside the building for attendance.

FIELD TRIPS

Field trips are designed by classroom teachers and teams to enrich the student's educational experience at FHTMS. Prior notification of field trips will be sent home with the students along with permission forms that must be returned to the school.

FIGHTING/ PHYSICAL AGRESSION

Any type of physical confrontation will not be tolerated under any circumstances. The participation in any fight is considered a suspension level offense regardless of who initiates the confrontation.

Reference school [district policy F7](#)

FIRST AID TREATMENT AND CARE

1. The school nurse will triage all injuries.
2. An accident report will be completed and filed in the health office.
3. Parents/guardians will be notified in case of a serious injury, or if follow up treatment or an evaluation is necessary.
4. After the completion of the school day (3:30PM), there is no nursing coverage at our school. It is the responsibility of each parent/guardian to communicate any health needs your child may have to the coordinator or coach of their after-school activity.
5. Physical limitations: Parents must notify the school nurse of physical limitations, which may require specific accommodations at school, including the use of crutches, wheel chairs and the elevator.

FOOD AND DRINK

Students are not allowed to bring food or beverages to their classroom unless teacher permission is granted. The possession and consumption of water is permitted. Gum chewing is not permitted at any time.

GUEST (SUBSTITUTE) TEACHERS

Students are expected to be courteous, cooperative and helpful when guest teachers substitute in the classroom.

GUIDANCE

The goals of the Guidance Department are to help students resolve personal problems, make wise choices and solve issues that may impact effective learning. Counselors encourage open communication with students, staff, parents and administrators through participation in team meetings, facilitation of special interest groups, restorative practice circles and evening events for parents. The guidance department's phone number is 652-7105.

HARASSMENT

Any form of [harassment](#) allegation should be reported to designated school personnel for further investigation. The designated individuals at FHTMS to receive [harassment/bullying complaints](#) are both guidance counselors or a member of the administration for further investigation.

Harassment includes making comments about another person's actual or perceived race, religion, color, national origin, gender identity, sexual orientation, gender preference or disability. If the investigation validates the allegation, participants in any form of harassment will be disciplined according to district policy.

Reference school [district policy F4](#)

HAZING

Hazing of any kind is against the law and will not be tolerated at FHTMS. It is the policy of the school to provide a safe, orderly, civil, and positive learning environment. Any complaints will be investigated and handled according to district policy and procedure.

Reference school [district policy F4](#)

HOMEWORK

The purpose of homework assignments is to expand on the learning that has taken place in the classroom. Homework should be a purposeful learning activity that progressively increases in the level of difficulty. FHTMS uses a Learning Management System (NEO) for teachers to report on student proficiency, to share homework assignments, to provide additional information, links, handouts, etc. and to collect completed work at teacher discretion. Parents should use their best judgment in monitoring and assisting with homework completion.

HOMEWORK REQUESTS

Parents are encouraged to use the learning management system NEO to access homework assignments in case of an absence. Students are expected to make up and return requested assignments in a timely manner.

ACADEMIC HONESTY

We expect students to demonstrate academic honesty. Any student caught cheating will receive a grade of zero (0). Cheating also includes plagiarizing, forging signatures, copying assignments, etc. Any student who is involved in dishonest activity in any way will be referred to the opportunity room (OR) and additional consequences may be imposed depending on the severity of the infraction.

INTERNET USE

Internet use is a privilege, not a right. Any student who uses the internet, or our school network system, in an inappropriate manner will be denied computer access privileges for a time set forth by the school administration in consultation with the technology department. **Please note that there are separate guidelines for laptop usage under the "Responsible Use Agreement" in addition to the expectations stated above.**

Reference school [district policy F14](#)

Act 158: LIFE THREATENING CHRONIC ALLERGIES AND ILLNESSES IN SCHOOLS

Pursuant to Act 158, South Burlington School District is prepared to provide a safe and supportive environment for all students with a life-threatening allergy or chronic illness. Any

Student with a life-threatening allergy or chronic illness may be provided with protection under [Section 504 of the Rehabilitation Act of 1973](#). Please discuss this with the school nurse.

LIBRARY

The library is open for quiet study and research from 8:00 a.m. to 4:30 p.m. most school days, subject to being scheduled for special events. Up to five books may be borrowed at one time for a loan period of two weeks. Students are expected to return, on time, all materials borrowed from the library. If books are lost or damaged, students will be assessed a flat fee of \$17 for a hardcover, \$7 for a paperback, and \$3 for a magazine. Students have access to Infotrac, an on-line database and to booklists and educational websites via the library web page at <http://fhtms.sbschools.net/library>.

LOCKER AND BACKPACK POLICY

Students should understand that lockers provided by the school are the property of the school. They are loaned to the students for convenient storage of school supplies. Desks, book bags, backpacks and lockers may be searched at any time to help assure the safety of all students. Students should realize that there is a lesser expectation of privacy in matters of school safety, and that on occasion, searches may be necessary to protect the student body.

LOST AND FOUND

Lost clothing, books, musical instruments and other items may be located either in the main office or the metal cabinets in the cafeteria hallway that are clearly labeled.

MEDICATION PROCEDURES

1. The School Nurse does provide a limited number of over the counter medications for student use (acetaminophen, ibuprofen and antacid tabs). This is intended for occasional use only.
2. Parents may bring in over the counter stock medications. Examples are acetaminophen (Tylenol), ibuprofen (Advil), cough medication, cough drops and allergy medication. The School Nurse will administer these medications for a short period of time only. All medication must have a signed note, giving directions and explicit permission for the administration of the medication.
3. Prescription medication must be delivered in the original container, with a note from the doctor and parent giving directions and permission for the administration.
4. All medication must be brought to school by an adult and delivered to the Health Office.
5. Information and permission may be FAXED to the Health Office.
6. All medication will be locked in the medication cabinet in the Health Office.
7. All medication information will be kept in a medication logbook with appropriate documentation.
8. Students who must carry emergency medications on them (inhalers) must contact the School Nurse directly to arrange this.

Reference school [district policy I2](#)

NONDISCRIMINATION POLICY

The South Burlington School district fully supports the philosophy and intent of Title VI, Section 504, Title IX and all federal regulations promulgated therein, and to that end the District will not discriminate on the basis of age, race, color, creed, gender, sexual orientation, national origin or handicap in all matters related to the operation of and the programs offered by the public schools of the City of South Burlington, Vermont.

To report a discrimination concern, contact Principal Karsten Schlenter (652-7101) or Superintendent David Young (652-7251).

PARENTAL CONCERNS

Please feel free to contact the school with any concerns you have regarding school programs, facilities, etc. If you have a concern with an individual teacher, please try to resolve the issue with that teacher whenever possible. Situations that cannot be resolved at this level may be referred to the administration. In the event you are not sure how to proceed with a complaint or concern, please contact the assistant principal or principal for clarification as to the chain of command protocol.

PERMANENT STUDENT RECORDS

Individual student records are kept on file in the main office. This record system is designed to comply with federal regulations concerning privacy, confidentiality, and special education. Access to student files is guaranteed to every parent, subject only to reasonable regulations as to time, place, and supervision. For more information, please contact the school administration or guidance department.

Reference school [district policy F1](#)

PETS

No pets, of any kind, are allowed at school at school without permission of the school administration.

PROGRESS REPORTS

Teachers will have grades fully updated on the NEO learning management system on scheduled days to provide you with an update on student progress and performance. Please contact the teacher should you have any questions.

PROHIBITED ITEMS

Students are not allowed to use headsets, cell phones, video games, or other devices during the school day, unless they are needed for a class assignment. Skateboards and in-line skates must be secured in lockers and may not be used on the school premises. Music may be listened to until 8:30 a.m. in common areas. Cell phones are to be turned off and securely stored during the school day. The inappropriate use of cell phones or other electronic devices will result in confiscation of the device.

REPORT CARDS

Report Cards are issued at the end of each trimester marking period. Report Cards become a part of a student's permanent record.

Student grades are entered into the NEO system accessible to parents and students.

SCHOOL HOURS

Students not riding school buses should arrive at school by 8:30 a.m. to have sufficient time to go to their lockers and report to their TA.

SCHOOL SOCIALS

Middle School Socials are held for Tuttle students only. High school students or students from other students may not attend. Food and drinks are provided at a small cost. Parents are welcome and encouraged to assist us at these events. Students may not be allowed to attend social(s) due to inappropriate conduct during the school days or before and after school. Students may be denied the privilege to attend socials altogether at administrative discretion.

SCHOOL RESOURCE OFFICER

The middle school has access to a school resource police officer. This officer assists us in providing a safe learning environment for all our students. The Resource Officer is also available for parents and students who wish to report any incident or a crime.

Reference school [district policy 116](#)

SPECIAL EDUCATION

Frederick H. Tuttle Middle School provides special education for those students who qualify. Individuals who qualify for specialized services will have a team of professionals to serve their educational needs. The team will provide the student with an individualized education plan (IEP). For questions about special education programming in the South Burlington School District please contact Joanne Godek at 652-7392.

STANDARDIZED TESTING

All students will participate in standardized testing as required by the Agency of Education and our school district.

STUDENT COUNCIL

Student Council has four main purposes:

- to convey the concerns and interests of the student body to the administration and faculty,
- to cooperate with the administration and faculty in promoting good citizenship,
- To encourage, promote and organize desirable school activities,
- To provide an opportunity to develop qualities of leadership.

STUDENT DETENTION

Students may be asked to report before or after school by a teacher for makeup work, tardiness to class, or misconduct. This time provides individual students with the opportunity and time to speak in private on her/his own behalf. It is the responsibility of students to honor the teacher

request to attend this scheduled time. Parents will be notified if students fail to appear when requested by a teacher or administrator. Failing to attend a scheduled student detention may result in an in-school suspension.

STUDENT ATTIRE/DRESS CODE

It is our goal to provide a safe and respectful learning environment for all students. Students should not be treated equitably regardless of gender, gender identification, race, ethnicity, religion, or sexual preference. Students are permitted to wear clothing that is comfortable for a school setting and in clean condition.

Students are not permitted to wear:

- Any clothing with offensive images or language, including profanity, hate speech, and pornography.
- Any clothing with images or language depicting or advocating violence or the use of alcohol or drugs
- The attire worn must be suitable for the activity and provide adequate protection. Shirts and foot wear should be worn at all times.

STUDENT HEALTH

A student who needs attention because of injury or illness during school hours should report to the school nurse in the guidance area. A student should always let his/her teacher know that s/he is in the health room. No student is allowed to leave school property without permission from the administration.

Reference school [district policy I2](#)

SUSPENSIONS

The administration views suspension as one of the final actions in an effort to bring necessary change on the part of the student or as a consequence resulting from a serious disciplinary infraction. In the case of out-of-school suspension, the parents or guardians are to assume responsibility for the student during the suspension period. Students are expected to complete any schoolwork missed as a result of a suspension. Obtaining that work is the responsibility of the student.

Reference school [district policy F7](#)

TELEPHONE USE

The use of student cell phones is not permitted during the school day. The student phone in the main office is available for use in case of an emergency and after dismissal. Teachers may permit students to use classroom telephones at their discretion.

TEACHER ADVISORY

Each student is assigned a teacher advisory for the school year. Teacher Advisory meets daily from 8:35-8:55 a.m. This teacher advisory program emphasizes interpersonal skills, relationship building and inter-dependent learning in a small group environment. TA time is also designated for making announcements and taking attendance.

TEXTBOOKS

The school furnishes textbooks and workbooks. If a book assigned to a student is lost, misused, or damaged beyond reasonable wear, the parent shall be responsible for the replacement of the book.

TOBACCO

Use of tobacco products on school property is not allowed. This ban extends to all employees, students, and guests attending school sponsored events and meetings.

Reference [*school district policy E1*](#)

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administration, faculty, and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for significant disciplinary action as well as the involvement of the School Resource Officer for possible criminal charges. Students participating in acts of vandalism may face suspension and be liable for restitution for damages incurred.

VISITORS

We welcome visitors at our school. However, all visitors are subject to security screening upon entering the building. Visitors should be readily able to identify themselves upon request and sign in before entering and signing out when leaving the building.

A student visitor must be sponsored by a student currently enrolled. S/he must have the permission of her/his home school and the principal or assistant principal. Arrangements for student visitors must be made *before* the day of the visit.

WEAPONS POLICY

It is the policy of the South Burlington School District that any student who brings a weapon to school shall be brought to the school board for an expulsion hearing. "Weapons" include, but are not limited to, the following: firearms, knives, bayonets, explosives, and swords. "Expulsion" is defined as termination, for at least one calendar year, of educational services to a student.

Reference [*school district policy F8*](#)